

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

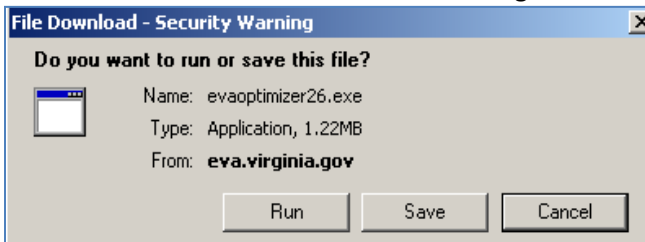
- I. If using eVA for the first time, it is suggested to run the eVA optimizer first
- A. Go to the eVA home page and click 'Supported Browsers & Settings' link



- B. Scroll to the bottom of the redirected page and click 'eVA Browser Optimizer for Windows Internet Explorer 8 & 9 – BUILD 26 – Updated 8/2/2013' link



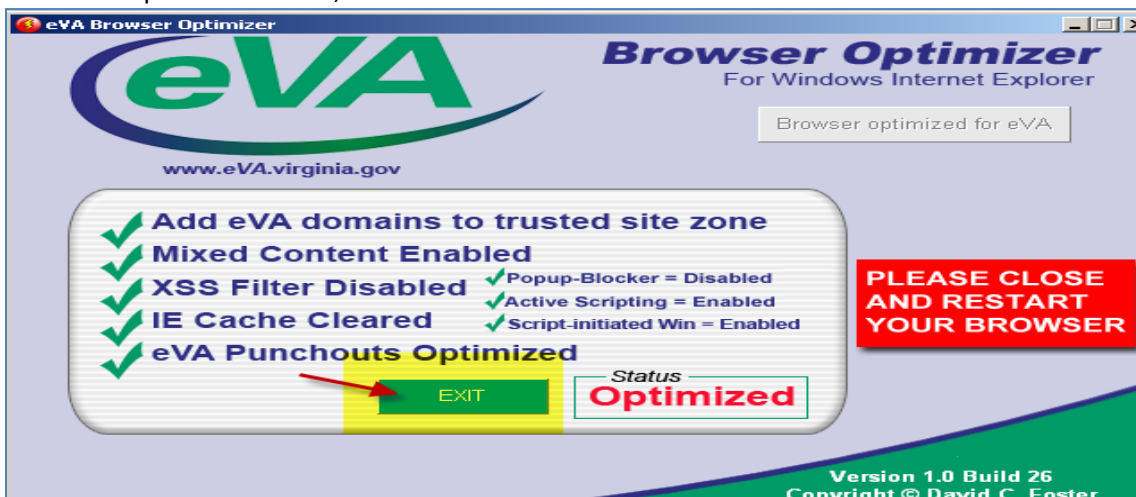
- C. Click 'run' then click 'run' again



- D. Click the 'START' button



- E. When the optimizer is done, click the 'EXIT' button to close the screen

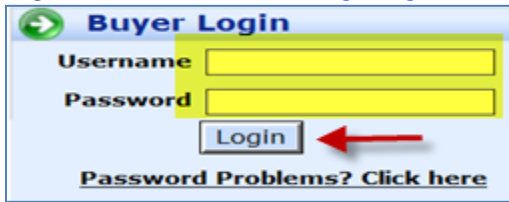


WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

II. CREATE A NEW eVA REQUISITION/ORDER

- A. Login into eVA: www.eva.virginia.gov



Buyer Login

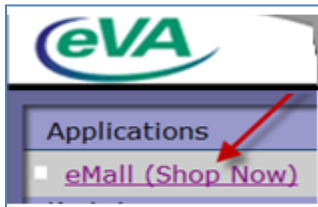
Username

Password

Login

[Password Problems? Click here](#)

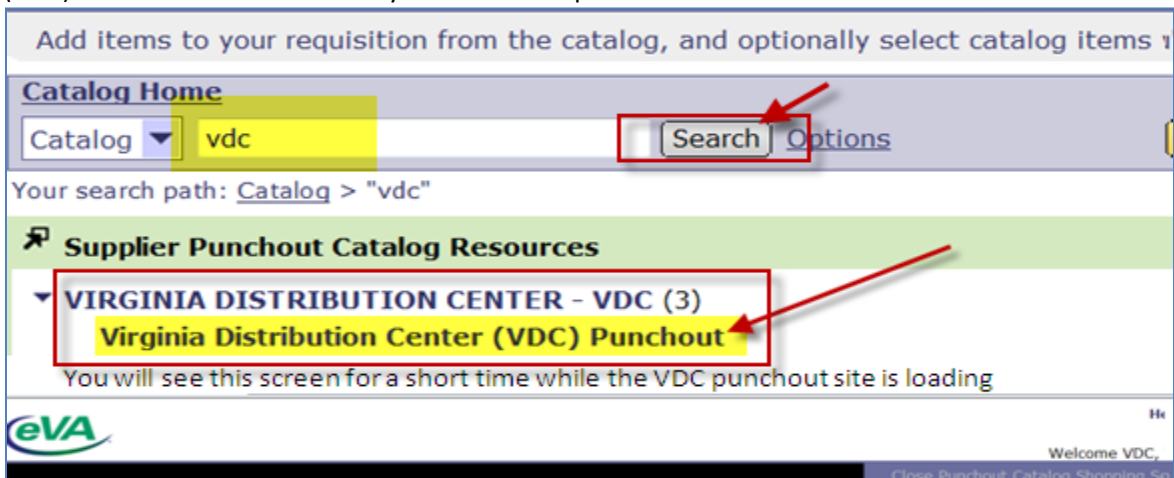
- B. Click on the eMall (Shop Now) link



- C. HOME PAGE: Click 'Requisition' under Create in the Common Actions box



- D. In the search box, enter 'vdc' and click the Search button, then click the 'Virginia Distribution Center (VDC) Punchout' link to redirect you to the VDC punchout Home screen



- E. NOTE: There are 2 ways in which to enter orders
1. BULLET II: **Start New Order** (regular way for Customer entry)
 2. BULLET III: **Quick Order** (quick/fax entry)

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

III. REGULAR ORDER ENTRY INSTRUCTIONS

- A. HOME page: click '**Start New Order**'

- B. ORDER ENTRY page: select customer and enter products
1. Click the download button by 'Customer' to select the customer wanted
 2. Enter the correct date the order is to be shipped/delivered to customer
 3. Type the VDC product number and tab to load product information, or if the product is not known, the search method can be used (see section V.A thru V.D)
 4. Enter the quantity wanted, tab
 5. Repeat steps 3 and 4 to enter additional items
 6. **MSDS NOTE:** in the MSDS field, click the symbol to open the MSDS sheet for the hazardous item

- C. **Order Comments:** click to add comments such as a PO number or delivery instructions

- D. **Save Order:** click to save and work on later
E. **Clear:** click to clear and start over

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

- F. **Add to Cart:** click to submit order when order is complete
- 1.You will be redirected to the 'SHOPPING CART' screen
 - 2.If additional items need to be added, click 'Back To Shopping' and add more items
 - 3.If all information is correct and ready to submit order, then click 'Check Out'

SHOPPING CART

Customer Number: 1000189

Item	Description	Brand Name	UM	Pack	Unit Price	Order	Extended
980004	BATTERY, SIZE AA, 96/CASE		CS	1/96/EA	\$19.47	1	\$19.47
						Sum : 1	\$19.47

For Pick up orders and special order paint, please contact VDC at 804-328-3232.

Back To Shopping Check Out

- G. Review the order summary, click 'Place Order' to submit the order back to eVA. A message will appear 'Order Placed Successfully', click ok to close message screen

Order Number: 411
Customer: 1000189
Bill to: L0410007
Ship Date: 9/21/2013

CHESTERFIELD COUNTY JAIL
CHESTERFIELD COUNTY JAIL

PO Number:
Terms: NET 30 DAYS
Credit Limit: \$0.00
Credit Hold: OK

Item	Description	Brand	UM	Unit Price	Order	Extended
980004	BATTERY, SIZE AA, 96/CA		CS	\$19.47	1	\$19.47
						Sum : 1 \$19.47

Order Totals

Product Amount	\$19.47
Misc. Line 01	\$0.00
Misc. Order	\$0.00
Tax	\$0.00
Gross	\$0.00
Discounts	\$0.00
Off Invoice Deals	\$0.00
Net Order Total	\$19.47

Status:
Your order has not been sent. It is ready to submit

For Pick up orders and special order paint, please contact VDC at 804-328-3232. The disabled dates are either prior to the order dates or are non-shipment dates.

Print Preview Review Order Review Comments Place Order

- H. Click 'Checkout' once you have been returned to the eVA portal (**NOTE:** the PR requisition number)

Home | Help * |
Welcome VDCW:

PR609834: Example of new requisition/order for VDC punchout Items:3 Total: \$146.18000 USD

Prev Next Checkout

- I. Scroll down to review the details of the requisition, enter the date the order needs to be delivered

Line Items (3)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			COFFEE REG DRIP GRD 24/8 OZ	2	case	\$57.06000 USD	\$114.12000 USD
2			COFFEE DECAF DRIP 42/1.5 OZ	1	case	\$23.09000 USD	\$23.09000 USD
3			BLEACH HOUSEHOLD 12/32 OZ	1	case	\$8.97000 USD	\$8.97000 USD

Total Cost: \$146.18000 USD
Update Total

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: ☐

Ship To: * Western State Hospital -

Deliver To: * Test_VDC_WSH

Need-by Date:

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

- J. COMMENTS: enter the comments needed and check 'Visible to Supplier' if the comment is relevant for order fulfillment then click 'Submit' to submit the order

COMMENTS - ENTIRE REQUISITION

These comments will be included on the order sent to VDC.

Comments:

☒ Visible to Supplier

☐ Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Prev Submit Exit

- K. You will be redirected to a screen with options regarding the submitted requisition
1. Print a copy of the request for your records
 2. View the status of the request (**NOTE:** Ordering may require multiple approvers before order is fully submitted)
 3. Add labels
 4. Create another request of the same type
 5. Return to the Home page

eVA

My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

New Requisition - Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request

PR609834 - Example of new requisition/order for VDC punchout has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Buyer Home Page

- L. To see what eVA order number has been created, click 'View the status of this request', then click on the Orders tab on the screen that opens

eVA

My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

PR609834 - Example of new requisition/order for VDC punchout Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for ...

Summary Approval Flow **Orders** Receipts History

Orders (1)

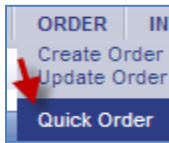
Order ID	Version	Date Created	Status	Title	Supplier Name	Total
DO601371	1	Mon, 26 Aug, 2013	Ordered	Example of new requisition/order for VDC punchout	DGS-DPS-OGC-VDC - URL	\$146.18000 USD

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

IV. QUICK ORDER ENTRY INSTRUCTIONS: Optimal for large orders

- A. From the Home page, click 'ORDER', then select 'Quick Order'



- B. Select the customer

A screenshot of the 'QUICK ORDER ENTRY' form. A dropdown menu is open, showing 'VCE WHITE BARK DISTRICT - 1000173' as the selected customer. A red arrow points to the dropdown arrow. Below the dropdown is a date field set to '9/11/2013' and a calendar icon.

- C. Enter the product number in the Product field, tab then enter the quantity in the Quantity field. Tab to enter more items.

Product	Quantity
912223	1.00
911274	2.00
920027	10.00
911297	1.00

- D. Click 'Validate' to load the products, click 'Checkout' when done

A screenshot of the 'Quick Order' form. The 'Quick Order' tab is active. Below the product list, there are 'Clear' and 'Validate' buttons. A red arrow points to the 'Validate' button. To the right, a table lists products with columns: Product, P, Description, Bran, PacSiz, UM, Qty, Price, and Ext. Below the table, there is a 'Checkout' button and a 'Cancel' button. A red arrow points to the 'Checkout' button. A note at the bottom reads: 'For Pick up orders and special order paint, please contact VDC at 804-328-3232.'

Product	P	Description	Bran	PacSiz	UM	Qty	Price	Ext
911274		CREAMER NON DRY 1M/2.8 GR		1/1000/2.8 G	CS	2	\$16.78	\$33.56
911297		SUGAR SUBSTITUTES 3M		1/3000/1 OZ	CS	1	\$16.76	\$16.76
912223		COFFEE REG DRIP 128/1.5 OZ		1/128/1.5 OZ	CS	1	\$57.06	\$57.06
920027		PAPER TOWEL CF WHITE 2.4M		1/2400/EA	CS	10	\$17.83	\$178.30

- E. Follow steps III.H through III.L to complete the order process

V. PRODUCT ADVANCED SEARCH METHOD: Used when you don't know the product number (See step III.B)

- A. Click 'Advanced Search' tab
 B. Enter description of product then click the Search button to list products matching the search criteria
 C. To filter the search and narrow the number of products listed, enter additional information in the boxes directly above the products and click the 'Filter Results' button

A screenshot of the 'Advanced Search' form. The 'Advanced Search' tab is active. Below the search criteria fields (Field, Selection Criteria, Brand, Line, Class, Category), there is a 'Search' button and a 'Filter Results' button. A red arrow points to the 'Filter Results' button. Below the buttons, a table lists products with columns: Product, P, Description, Brand, PacSiz, Qty, Price, UM, Avail, Ext, CusProd, CusPrd, Class, and MSDS. A red arrow points to the 'Description' column header. A red arrow points to the 'Search' button. A red arrow points to the 'Filter Results' button.

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Avail	Ext	CusProd	CusPrd	Class	MSDS
912223		COFFEE REG DRIP 128/1.5		1/128/1.5	0	\$57.06	CS	0	\$0.00				
912229		COFFEE DECAF DRIP 42/1		1/42/1.5	0	\$23.09	CS	0	\$0.00				
912244		COFFEE DECAF FRZ DRY		1/12/8 O	0	\$76.92	CS	0	\$0.00				
912255		COFFEE INSTANT 24/4 OZ		1/24/4 O	0	\$32.89	CS	0	\$0.00				
912222		COFFEE REG DRIP GRD 2		1/24/8 O	0	\$57.06	CS	0	\$0.00				

WEB02 – PUNCH-OUT ORDER ENTRY

DRAFT V1 – 09/24/2013

- D. Once the search displays the item you are looking for, enter the quantity needed and click the 'Update' button to add the item to your order (**NOTE:** you are then taken back to the order entry screen)

Field	Selection Criteria
DESCRIPTION	coffee
BRAND	
UPC	

Brand: Select Line: Select Class: Select Category: Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Avail	Ext	CusProd	CusPrdC	Class	MSDS
912229		COFFEE DECAF DRIP 42/1		1/42/1.5	1	\$23.09	CS	0	\$0.00				
912244		COFFEE DECAF FRZ DRY		1/12/8 0	0	\$76.92	CS	0	\$0.00				

Page 1 of 1, Items 1 to 2 of 2.

Update

VI. OPEN ORDERS REVIEW/EDIT: (**NOTE:** completed orders do **NOT** appear in the 'Open Orders' section)

- A. Orders saved to be worked on later will appear in the 'Open Orders' section
 B. Click the note pad under 'Update Order' to edit or complete an existing open order

Web Order	Order Date	Amount	Update Order
395	09/06/2013	40.70	[Note Pad Icon]
345	08/28/2013	81.40	[Note Pad Icon]
338	08/27/2013	81.40	[Note Pad Icon]

VII. RECENT ORDERS REVIEW

- A. Open orders downloaded to ERP will appear in the 'Recent Orders' section with a new order number
 B. Click '**Repeat Order**' to create an exact copy of a previous completed order
 C. Click '**Re-Order**' to create a new order from an old order but with edits

Order	Order Date	Amount	Repeat Order	Re-Order
80	09/06/2013	0.00	[Repeat Icon]	[Re-Order Icon]
EP603375	08/29/2013	739.50	[Repeat Icon]	[Re-Order Icon]
35	08/28/2013	841.21	[Repeat Icon]	[Re-Order Icon]
	08/28/2013	739.50	[Repeat Icon]	[Re-Order Icon]
	08/28/2013	81.40	[Repeat Icon]	[Re-Order Icon]